

C. Significant Contribution

1. Help King and Queen County families and individuals meet the problems and changes in everyday living.

Promote ways of maintaining good family relationship.

Incorporate family members in community activities and services.

Help promote and use services in health, education and recreation.

Stimulate ways and means of individuals and families having supplementary incomes or making present income go farther.

Assist when advisable, in helping individuals and families plan for making decisions involving both the individual and the family group.

Be alert to giving the right assistance from the Extension Service.

7. Other Agencies

Cooperate and exchange ideas and information.  
Learn about their duties and activities and offer assistance.

8. Individuals and families

- a. Personal contacts
- b. Home visits
- c. News articles
- d. Radio

B. Professional Improvement

- 1. Organizational study  
Extension Conference  
State, district, and county meetings
- 2. Literature from U.S.D.A., V.P.I.. research and professional
- 3. Professional Organization  
Membership in Virginia Home Economics Association  
Virginia Home Demonstration Agents Association  
American Home Economics Association and  
National Home Demonstration Agents Association
- 4. Attending demonstrations and meetings sponsored by other organizations.
- 5. Travel (short trips)

VI. Special Consideration

- A. Maintaining and strengthening good public relations in the County with:
  1. State Extension Organization
    - a. Respect and consideration for each extension worker.
    - b. Planning the activities and programs together.
    - c. Applying in the best possible way suggestions, and recommendations as set on a national, state, and county level
    - d. Periodical office staff conference.
  2. The Parent Institution
    - a. Keep posted on the educational facilities available at V.P.I.
    - b. Take advantage of contacts when available.
    - c. Encourage residents in King and Queen County, especially the young people, to go to V.P.I. on special occasions such as Conventions, Farm and Home Week and for educational purposes
  3. Elected and Appointed Officials

In order to promote good public relations with elected representatives in the county, they will be invited to attend and participate in meetings of special interest and will be informed through personal contacts and news articles in local papers of Extension activities and accomplishments.
  4. Organizations

The agent should show interest in activities and cooperate with other organized groups in whatever way possible.
  5. Businesses

Show an interest in business activities and incorporate their good will at various times.
  6. Mass Media Personnel

Cooperate whenever possible.

3. 4-H Club Leadership

	<u>No. in 1959</u>	<u>Goal for 1960</u>
No. Club officers	46	55
No. adult project leaders	4	8
No. junior project leaders	2	2
No. result demonstrators	0	2
No. training meetings by specialists	0	1
No. training meetings by dist. agents	0	0
No. training meetings by agents	2	3
No. training meetings by members club dept.	0	1
No. training meetings by others	2	1
Total attendance at ldr. tr. meetings	40	42
No. 4-H leaders trained individually	4	0
No. club mtgs. held by ldr. w/out agent	6	5
No. additional club meetings at which leaders assisted	15	79
No. demonstrations given by adult leaders	5	10
No. demonstrations given by junior leaders	4	4

B. Strengthening Leadership

1. The agent should depend upon the local leadership; let them assume responsibilities and give them credit for what they do. This will take foresight and advanced personal assistance.

V. Leadership

A. Plan for Leadership

1. County program Leaders	<u>No. in 1959</u>	<u>Goal for 1960</u>
a. County Agricultural Extension Service Board	0	1
b. Youth Council	0	1
c. Home Economics Council	0	1
2. Home Demonstration leaders	<u>No. in 1959</u>	<u>Goal for 1960</u>
No. organizational leaders	28	28
No. project leaders (subj. matter)	39	32
No. Federation program of work chair.	6	9
No. program development leaders	6	8
No. result demonstrators	8	8
No. training meetings by specialists	3	5
No. training meetings by dist. agents	0	1
No. training meetings by agents	1	1
No. training meetings by others	1	1
Attendance at all training meetings	59	84
No. meetings held without an agent	15	12
No. meetings leaders assisted	20	26
Demonstrations by leaders	25	24
Talks and discussions by leaders	68	102

B. Plan for informing the public of Extension Program

1. Personal contacts and home visits
2. Radio spots on WDDY
3. News articles and letters
4. Up-to-date Home Economics suggestions, hints, and information sent to the entire county extension mailing list.
5. Talk Home Economics and 4-H Extension programs when in public places, in groups or whenever opportunity arises.
6. The most effective way to reach individuals and communities not participating in the Extension program is to visit them, learn to know them as individuals and as groups, express interest in them and in what they have and are doing. In turn they learn to know you as an Extension worker and what you have to offer that might interest and help them. Then they will likely read Extension news reports, listen to radio programs, etc.

The information mailed from the office will be sent to all recorded individuals, whether or not members of the Extension program, who are interested in receiving such material.

IV. Scope of Work

A. Summary and Goals	No. in 1959	Goal for 1960
No. H.D. Clubs	6	8
Membership	95	115
No. H.D. Groups (unorganized)		2
Membership		20
No. 4-H Clubs	11	12
Membership	95	107
No. YMW Clubs	0	1
Membership	0	9
No. Community Clubs	0	0
Membership	0	0
No. Home Ec. Committees	0	1
Membership	0	5
No. General Interest Committees	0	1
Membership	0	7
No. Youth Committees	0	1
Membership	0	9
No Other Organizations	0	3
No. Fafm and Home Dev. Families	12	12
No. Other families reached	32	47
No. Different families reached	200	228

Areas in which greatest emphasis is needed are:

H.D.C. membership  
 4-H Club membership  
 General Interest Committees  
 Youth Committees

Plans for reaching goals in above areas include home visits, personal contacts, news letters and bulletins and meetings which will lead to the establishment of committees.

6. Special Events

The County Council will plan some county-wide activities at the next regular meeting.

Events in which King and Queen County probably will participate are:

State A-H Short Course at V.P.I.

Electric Congress

Leadership Camp

Adult Leaders' Conference

Share The Fun

Conservation Camp

C. Other Activities

1. 4-H Camps

King and Queen County expects to have a good representative group of young people attending the 4-H Camp at Jamestown, Virginia. This will help satisfy the need for recreation, fellowship and inspiration for a continued good 4-H program in the county and state. The 4-H youth will have an opportunity for individual development.

2. Rural Life Sunday

The 4-H Club members will observe 4-H Club Sunday. The County Council will make the plans at the regular spring meeting. This will emphasize the spiritual value of 4-H Club work and bring the youth closer to other community activities. It will also express to county citizens what being a 4-H member means to girls and boys.

3. Achievement Day

A 4-H Achievement Day will be held in 1960. At which time recognition will be given leaders and members for outstanding project work and accomplishments--present awards. Let others know about 4-H work--and its relation to other community organizations and activities.

4. Fairs

It is expected that the 4-H organization of King and Queen County will be represented at the Northern Neck Fair. This will give the youth opportunity to show accomplishments, have exhibits, and stimulate interest in 4-H Extension work.

5. Contests

The 4-H contests have not been set up for the county but it is planned to be able to participate on the county, district, and state level.

Demonstrations and all other contests develop poise and talents.

4-H members learn to organize, assemble and present material.

Stimulate interest in members, leaders, parents and county citizens.

8. Home Improvement

Topics to be included

Study need for improvements and use of furnishings in any selected room of home.  
Learn to make or restore simple room accessories.  
Room care

Goals

Inspire 4-H members to economically improve, and care for their homes.

Plans for carrying out

Method demonstration by agent and leaders.  
Demonstration by members.  
Exhibits  
Leaflets and circulars  
News articles  
Home visits  
Members records

Number of groups

One 4-H youth

Members are to learn

Take furnishings inventory of selected room.  
Make or improve simple furnishings.  
Room arrangement  
"Before and "after" plans.  
Importance of using natural resources for attractiveness.

Notes and Results

7. Home Management

Topics to be included

Improved methods of doing routine home tasks.

Money Management

Goals

Help members learn the better, more economical ways of keeping a home clean and attractive.

Help members manage own money.

Plans for carrying out

Demonstrations by agent and members.

Use specialized help such as a banker.

Exhibits

Leaflets and circulars

News articles

Home visits

Accomplishments and records by members.

Number of groups

One 4-H youth group

Members are to learn

Doing every day home tasks, periodical cleaning and purchasing of cleaning equipment.

How to accept, account for and spend their own money.

Notes and Results

6. "So You'd Like to Sew"

Topics to be included

Members sew simple articles without using patterns.

Goals

Teach 4-H members good sewing techniques; principles of good demonstrations and exhibits. Stimulate leadership responsibilities.

Plans for carrying out

Method demonstration by agent and leaders.  
Demonstration by members.  
Exhibits or accomplishments by members.  
Leaflets and circulars  
News articles  
Home visits  
Record book

Number of groups

One 4-H youth group

Members are to learn

Equip sewing box  
Make pin cushion, needle case, handkerchief, towel, toy, apron, blouse, skirt, collars.  
Principles and their use in demonstrations and exhibits for contests.

Notes and Results

5. Electric

Topics to be included

The importance of electricity in the home.  
The care of electric equipment in home and on farm.  
Convert, build or plan a simple electric appliance or unit.

Goals

Help youth learn more about electricity and its uses.

Plans for carrying out

Method demonstration by agent and personnel of local electric companies.  
Demonstration by members.  
Exhibits or accomplishments of members.  
Leaflets and circulars  
News articles  
Radio program  
Home visits  
Record books

Number of groups

One 4-H Club

Members are to learn

Reasons electricity is important to rural living.  
How to improve the use of electricity in each members home.  
The use of service cords, fuses, outlets, simple equipment and the care and repair of each.

Notes and Results

4. Forestry (Tree Identification)

Topics to be included

Learn to identify trees,  
their uses, and habits.  
Collecting and mounting  
leaves.

Goals

Establish an apprecia-  
tion and preservation  
or natural resources.

Plans for carrying out

Method demonstration  
by agent and leaders.  
Demonstration by  
members.  
Exhibits or accomplish-  
ments by members.  
Leaflets and circulars  
News articles  
Radio program--4-H members  
or agent.  
Home visits  
Special use of forestry  
personnel.  
Record book

Number of groups

Two 4-H Clubs

Members are to learn

Difference between  
forest and shade trees.  
Identification of at  
least 10 trees.  
Collect and mount leaves  
or make leaf prints from  
at least 10 trees.

Notes and Results

3. Entomology I (Insects)

Topics to be included

Collecting and mounting insects.  
Chemical used in killing insects.  
Beneficial and harmful insects; also their control.  
Appreciation for rural living.

Goals

Acquaint 4-H Club member with common insects, their relation to people, and their control.  
Develop an appreciation for rural living

Plans for carrying out

Method demonstration by agent and leader.  
Demonstration by members.  
Exhibits or accomplishments by members.  
Leaflets and circulars  
News articles  
Radio program--4-H members and agent  
Home visits  
Record book

Number of groups

One 4-H Club

Members are to learn

Make killing jar, collecting net, display box, spreading board, pinning block and pair of forceps.  
Collect and mount insects and learn facts pertaining to useful and harmful insects.  
At least 5 chemicals and devices used to kill insects.

Notes and Results

2. Meal Preparation

Topics to be included

Salada  
Vegetables  
Bacon, sausage or  
hamburger  
Desserts  
Family meal planning  
Packed lunch

Goals

To help members learn  
how to plan, prepare  
and serve foods.

Plans for carrying out

Method demonstrations  
by agent and leader.  
Method demonstrations  
by members.  
Contests  
Exhibits  
Circulars and leaflets  
Radio - Members and agent  
News paper articles  
Home visits  
Record book

Number of groups

1 Community Club  
Others to be organized

Members are to learn

Daily food requirements  
and meal planning.  
Kitchen rules for meal  
preparation.  
How to prepare and pack  
nutritious lunches with  
variety.  
How to prepare and serve  
simple meats, vegetables,  
salads, and desserts.

Notes and Results

B. 4-H Project Work

Projects

1. Looking Your Best

Topics to be included

Rate Yourself  
Care of Feet and Shoes  
Care of Skin  
Care of Teeth  
Posture and Voice  
Quick Repairs

Number of Groups

Two 4-H Clubs

Goals

To help youth look their best at all times so that they will be ready to assume responsibilities.

Members are to learn

How to care for feet, shoes, skin and teeth.  
Correct posture, and its advantages.  
How to use and control the voice.  
How to make quick repairs such as sewing on buttons, snaps, putting in hems and mending.

Plans for carrying out

Method demonstration by agent and leader.  
Demonstration by members.  
Exhibits or accomplishments by members.  
Leaflets and circulars.  
News articles  
Radio program--4-H members and agent.  
Home visits  
Record Book

Notes and Results

### III. County Extension Program Youth

#### A. Organization

The County 4-H Council is composed of 4-H Club officers and should hold at least two meetings during the year to help plan, adjust and carry out the 4-H Club program and 4-H Club activities.

All Stars may be used to help promote 4-H activities in the county.

C. Other Activities

1. County Home Demonstration Club Objectives

- a. Incorporate the use of local leadership
- b. Have representatives at all county meetings
- c. Plan and conduct ways to raise money for H.D.C. budget.
- e. Conduct good business meetings within the various clubs.

2. National Home Demonstration Club Week

May be observed by Home Demonstration Clubs in King and Queen in order to let others know about this phase of Extension work. Emphasis may be placed on inviting non-members to participate in Extension activities.

3. Fairs and Judging by Leaders

Families will be encouraged to participate in the Northern Neck Fair.

Leaders may be trained to assist with judging 4-H Contests.

D. Urban Work

There is no urban work in King and Queen.

E. Farm and Home Development

1. Number of Families worked with:

<u>1959</u>	<u>1960</u>
12	12

2. Objectives

To provide educational experience for farm families to help them appraise resources, identify problems, analyze different ways to meet problems, weigh alternatives in terms of possible results, understand aids they may use, choose and follow promising courses of action.

3. Methods

Agent expects to make home visits alone and with county agent.

A file will be established for each family with whom the agent works to record notes and progress of family.

5. Rural Arts

Problem: Homemakers lack desire for practicing good art principles in the home.

Topics to be included

- a. Art appreciation
- b. Christmas Decorations
- c. Art in Daily Living

Number of groups

6 Home Demonstration Clubs  
1 or 2 special interest groups

Goals

- a. Help homemakers make better use of what they have to make their homes more attractive and liveable.

People are to learn

- a. To appreciate good line, design, balance, color and proportion.
- b. Basic art principles and how to apply them in their homes.
- c. To use native materials for home decoration.

Plans for carrying out

- a. Leader and agent training on all topics by specialist.
- b. Method demonstrations by leaders and also by agent.
- c. Exhibits or tours at Christmas.
- d. Leaflets, bulletins, and news letters.
- e. Special interest meetings may be desirable.

Notes and Results

4. Family Life (Recreation)

Problem: No recreational opportunities available for families or individuals within the county.

Topics to be included

Recreation for young people  
Family Recreation  
Social trends affecting the family

Number of groups

6 Home Demonstration Clubs  
1 Special interest

Goals

To develop well-rounded, congenial, happy and cooperative citizens

People are to learn

- a. To recognize need for family and youth.
- b. To learn types of recreation desirable for different age groups and occasions

Plans for carrying out

- a. Method demonstration by agent and leaders
- b. Special interest meetings.
- c. Check sheet will be developed for recording members progress.
- d. News articles
- e. Radio <sup>int</sup>
- f. Special help  
1

Notes and Results

### 3. Clothing

Problem: Homemakers live in sparsely populated areas and do not make contacts or have available information to stimulate interest and "Know how" for being appropriately dressed

#### Topics to be included

- a. Choosing clothing accessories
- b. Choosing becoming colors

#### Number of groups

6 Home Demonstration Clubs

#### Goals

- a. Help homemakers recognize need for being appropriately dressed.
- b. Help homemakers learn how to be appropriately dressed.

#### People are to learn

- a. How to select accessories suitable for individual as well as for garment worn.
- b. To select and use becoming colors.
- c. To use line and design correctly to broaden or lengthen silhouette.
- d. The importance and possibilities of a good basic dress.

#### Plans for carrying out

- a. Method demonstrations by agent on both topics
- b. Radio talk in Feb.
- c. Two or three news articles.
- d. Bulletins and leaflets will be used.
- e. Circular letters
- f. Individual contacts

#### Notes and Results

2. Foods

Problem: Homemakers have home supply of meats, vegetables and fruits and need correct and varried ways of preparing and serving.

Topics

- a. Congealed salads
- b. Meat cookery

Goals

To help homemakers correctly use and prepare home grown meats, vegetables and fruits.

Number of groups

6 Home Demonstration Clubs

People are to learn

- a. The importance of meat and salads in the diet.
- b. Different cuts of meat and the principles of good meat cookery.
- c. How to use home grown vegetables and fruits in salads.

Plans for carrying out

- a. Leader and agent training meeting by food specialist - Meats.
- b. Method demonstration by leaders.
- c. Method demonstration by agent.
- d. Special interest meeting may be developed on cuts of meat
- e. News letters, bulletins, and leaflets will be used.

Notes and Results

B. Subject matter and special emphasis areas

1. House Furnishings

Problem: Inadequate use of furnishings and equipment

Topics to be included

Selection and use of lamps  
Lamp making

Number of groups

6 Home Demonstration  
Clubs  
1 Special interest

Goals

- a. Make better use of present lighting equipment.
- b. Have good lighting in homes with as little expenditure of money as possible.

People are to learn

- a. Need for good lighting.
- b. What qualities to look for in selecting lamps.
- c. Correct use of lamps.
- d. How to make lamps and lamp shades.

Plans for carrying out

- a. Leader training by House Furnishing Specialist.
- b. Method demonstration by leaders.
- c. Method demonstration by agent.
- d. Tour of a well lighted home or homes.
- c. Check sheet may be developed to determine accomplishments of members.

Notes and Results

## II. County Extension Program - Adult

### A. Organization

King and Queen has no County Agricultural Extension Service Board, Home Economics Council, or General Interest Committees. There is a County Home Demonstration Club Committee made up of the club presidents, program development leaders, key leaders, and county officers. It is planned that this committee meet at least twice during the year and will help with Home Demonstration Club Program planning

## 1960 PLAN OF WORK

### I. County Situation

King and Queen County is located in the tidewater area of Virginia. It is approximately 70 miles long and 8 miles at the widest point. Most of it is flat to rolling with a sandy clay soil

The main sources of income are from general farming, merchandizing, dairying and forestry. Many people work in West Point, Tappahannock and Richmond, Virginia.

The latest farm census shows that there are 764 farms of which 424 are white and 340 non-white owners.

One half of the county is on one telephone exchange and the other half on another. The office is on one exchange and the agents both live on the other.

There are no incorporated towns, restaurants, banks, drug stores or recreational centers in the county.

The county has two schools which have all the grades, including high school. There is one high school for negro children. A County Health Unit is located at the county seat, however, there is no doctor or dentist within the county borders. There are 14 churches representing six different denominations.

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1960 PLAN OF WORK  
for  
KING AND QUEEN COUNTY  
by  
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Home Demonstration Agent